

# Greater Des Moines Botanical Garden

## Day Camp Information and Policies



### **Registration**

Enroll your camper based on what grade they are currently enrolled in; prices are listed per child, per camp.

1. Visit [dmbotanicalgarden.com/daycamps](http://dmbotanicalgarden.com/daycamps) to find the camp you want to enroll in and select "register."
  - a. **Members:** Once you are redirected to our purchase page, be sure to sign in at the top of the page to apply your member discount!
    - i. Your login email address is the one associated with your membership. If you have not created an account with your email address, please click register. If you've forgotten your password, reset it to receive your discount.
2. Complete the required [Camp Participant Health and Consent Form](#). This will be provided to you electronically in your confirmation email.
  - a. Registration is not complete until we receive the Camp Participant Health and Consent Form regarding allergies, chronic illnesses, and medications. A physical is not required to attend camp.

### **Wait List Policy**

If a camp is full, we will replace the registration link with the wait list form on our website. You must complete this form to be added to the wait list. If a spot becomes available, we will contact the first name on the list for that week of camp. If we are unable to reach that person within 24 hours, we will move on to the second name, and so on. You do not need to pay to be on the wait list.

### **Communication**

Information will be communicated with you using the email address you provide during registration, so be sure to provide accurate information. You will receive an email receipt after you register for camp. A pre-camp information email will be sent approximately one week prior to camp. It is important that you read and review this email to prepare for camp. The Botanical Garden is not responsible for lack of notification if not provided with accurate contact details. You can reach the Botanical Garden education team by calling 515.323.6290 ext. 6 or emailing [education@dmbotanicalgarden.com](mailto:education@dmbotanicalgarden.com).

### **Cancellations**

Cancellations must be emailed to [education@dmbotanicalgarden.com](mailto:education@dmbotanicalgarden.com). Cancellations more than five days prior to the start of camp will receive a full refund, minus a \$10 cancellation fee. Cancellations less than five days prior to the start of camp are non-refundable but can be transferred to another camp session based on availability. Refunds are not given for missed days. Camps cancelled by the Botanical Garden will be fully refunded.

### **Communicable Illness**

To keep camp participants, volunteers, and staff healthy and safe, we ask that if your camper has active symptoms of communicable illness including, but not limited to: nausea, vomiting, fever, diarrhea, etc. that they not attend camp until symptoms elapse. If your camper is diagnosed with a communicable illness, we ask that you notify our staff, and that the child remains at home for the remainder of the week unless a written doctor's note recommending the ability to return is provided. The Botanical Garden reserves the right to assess and remove a child from camp should they exhibit any symptoms of communicable illness. Refunds are not given for missed days.

### **Drop Off/Pick Up**

Drop off will be from 8:45-9 a.m. and pick up will be from 4-4:15 p.m. Please drop off and pick up your child on time each day. Doors will be locked prior to 8:45 a.m. We cannot assume responsibility for supervising children outside of camp program hours. If campers are not picked up by 4:15 pm, a \$10 fee is assessed for every 15 minutes that each camper remains.

### **Lunch**

Lunch is not included with camp registration. Campers should bring a water bottle, sack lunch, and snack. Please note: refrigeration is *not* provided.

## **Clothing**

- **Recommendations:** Please dress your camper for the weather, we will go outside whenever possible. Layers or jackets are great for transitioning between our classroom and indoor/outdoor garden areas. Leggings or layers are encouraged to be worn under dresses or skirts. Closed toe shoes are strongly encouraged. We also recommend labelling your camper's belongings.
- **Items to avoid:** Flip flops or 'special' clothes - campers will be exploring, creating and playing and may get dirty.

## **Behavior Expectations**

Please read and discuss these expectations with your camper:

### **Be Safe:**

Safety is our top priority! In order to keep campers safe, it is important to always stay together as a group, respect boundaries and avoid rough play with other campers. It is also crucial that campers dress for their day, including adequate footwear, comfortable clothing, and a face covering.

### **Be Kind:**

Campers are expected to be kind and respectful toward instructors, other campers, and the garden. This means demonstrating active listening when others are speaking, respecting the personal boundaries of others, and respecting the plants that are growing at the garden.

### **Be Responsible:**

Campers will be responsible for cleaning up after themselves and using Botanical Garden resources such as art supplies and gardening equipment responsibly.

Instructors strive to prevent disruptive and challenging behaviors through thoughtful use of our environment, a student-centered schedule, and engaging activities. If disruptive behaviors arise, instructors will attempt to resolve the issue calmly and compassionately.

In the event that disruptive behaviors persist, a camper's behavior endangers other camp participants or interferes with an instructor's ability to provide programming, we will ask that the camper be removed from camp. We reserve the right to terminate registrations. Refunds will not be given for behavior-related withdrawals.